

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P. O. BOX 25047
DENVER, COLORADO 80225-0047**

In Reply Refer To:
1314/1510 (BC-640) **P**

April 23, 1997

Instruction Memorandum No. BC-97-022

Expires: 09/30/98

To: All BLM Employees

From: Liaison, National Business Center

Subject: Implement the Recommendations of the DOI Travel Reinvention Lab

The purpose of this memorandum is to implement the travel policies and procedures recommended by the Department of Interior's (DOI) Travel Reinvention Lab. The following policies are in effect May 1, 1997.

While a number of the Travel Lab recommendations have since been established as Federal Travel Regulations, the Department's Labor Relations staff recommends that Bureaus consult with local labor organizations having exclusive representation rights in order to advise them of implementation of these travel policies. Each field office should forward a copy of this memorandum to its personnel officer to advise the labor organizations and to invite comments, feedback, or other suggestions which they might have in the implementation of these policies.

- **Roles and Responsibilities**

Travel should be viewed as a program and mission enabler rather than a purely regulatory process. Individuals who are responsible for managing resources are empowered to authorize and approve the travel that is undertaken in support of program and mission goals. Employees who perform official travel must be treated as responsible adults. Employees traveling on official business should make use of the Government-sponsored travel charge card (American Express) and the Travel Management Center (TMC) service providers.

To assure that the roles, responsibilities and expectations are communicated to all travelers, a statement of **'Roles and Responsibilities of All Employees with Regard To Travel'** will become a part of the Travel Authorization.

- **Annual Limited Open Authorizations**

The Department has obtained a waiver from General Services Administration (GSA) to the requirement that limited open authorizations be reviewed and revalidated at least quarterly. Significant reductions in administrative costs can be realized through the use of limited open travel authorizations for employees who are expected to travel frequently during the fiscal year. Offices should use the limited open travel authorizations in lieu of trip-by-trip authorizations.

At the beginning of each fiscal year, an annual limited open authorization should now be issued to each frequent traveler covering travel performed on October 1 through September 30. Limited open authorizations that have been issued in Fiscal Year 97 may be amended to extend through the end of Fiscal Year 97. A **'Roles and Responsibilities of All Employees with Regard to Travel'** statement must be attached to every annual limited open authorization.

A sample copy of a Limited Open Travel Authorization Form and Roles and Responsibilities Statement is provided in Attachment 1. Offices implementing annual limited open authorizations are required to establish internal procedures to ensure that authorizations are canceled when not needed or upon the separation of the employee. A waiver has been received to the requirement to attach a copy of the annual limited open authorization to each travel voucher. Travelers may discontinue the practice of attaching a copy of the annual limited open authorization with each travel voucher claim for reimbursement.

Field office's Remote Data Entry personnel will continue to enter an obligation into the Federal Financial System (FFS) for the total estimated cost as reflected on the traveler's annual limited open authorization. The total estimated cost on an annual limited open authorization should be an average of *one month's* travel expense. This obligation will remain outstanding until the fiscal year ends. Travelers must annotate their last travel voucher of the fiscal year as "Final", at which time the obligation will be liquidated.

- **Conference, Training & Foreign Travel**

Additional reductions in administrative costs can be realized through the use of annual limited open travel authorizations for travel involving training, conferences, foreign travel, and meetings. The Department has obtained a waiver from the requirement that these trips be authorized on a trip-by-trip basis.

Offices should use the annual limited open travel authorizations for trips involving training, conferences, foreign travel, and meetings. The inclusion of the additional travel types on the limited open authorization does not in any way change existing policies, procedures, and approval requirements associated with conferences, training, and foreign travel. For example, training order form SF182, foreign travel approval form DI-1175, donated travel form DI 2000, and written approval for conferences having more than 30 participants, etc., will still be required.

The travel type code, travel purpose, and travel purpose code are still required to be stated on the face of the travel vouchers

- **Delegation of Authority to Authorize and Approve Travel to the Lowest Level of Supervision**

The Travel Lab found that, in some Bureaus, as many as four signatures were necessary to create a travel authorization and as many as eight signatures were necessary to review/approve a travel voucher. As directed by the Assistant Secretary of Policy, Management, and Budget in the April 8, 1996, memorandum, BLM offices will take necessary actions to ensure that supervisors are empowered to authorize and approve travel at the lowest possible level. Immediate supervisors should be given the authority and responsibility for authorizing domestic travel and approving subsequent travel expenses. This would mean that only one level of approval would be required for both the travel authorization and the administrative approval of the travel voucher. Wherever possible, it is recommended that the approval authority be delegated to individuals located at the same site as the traveler.

- **Use of the Government-Sponsored Travel Charge Card and ATM Privileges**

Employees who are expected to travel on official Government business will be issued a Government sponsored individual charge card (American Express) with ATM privileges. The charge card should be used to pay travel-related expenses such as lodging, rental cars, meals, and travel advances, etc., while on official travel.

Offices should take necessary steps to ensure that employees who are expected to travel on official business receive a Government-sponsored individual charge card. Applications for the charge card must include supervisory approval to avoid issuance of duplicate cards. Office policies are expected to include exit procedures which will ensure cancellation of cards upon separation.

Supervisors are expected to take necessary actions to ensure that travel charge card bills are promptly resolved by travelers. No special provisions to fund required travel will be made for travelers who have elected not to accept the individually issued Government-sponsored travel charge card, or in the event that the travel charge card is subsequently revoked by the charge card contractor for non payment.

- **Use of ATM for Travel Advances in Lieu of Bureau Issued Travel Advances**

Travel advances will be obtained using the travel charge card ATM. Travelers will utilize an ATM as the primary vehicle for travel advances. Bureau issued travel advances (including imprest funds) will only be given to employees in emergency situations. Supervisors are expected to ensure that Bureau issued travel advance requests are warranted before approval is given.

- **Payment Method of Travelers Claim**

Due to the recent passage of the Debt Collection Improvement Act of 1996, travel claims should be reimbursed using the Direct Deposit of Electronic Funds Transfer (DD/EFT) method. Refer to Instruction Memorandum BC-97-011, dated December 1996, for further information on registering for direct deposit. The Act requires all travelers to be registered for direct deposit. Every traveler should make an effort to complete the EFT form as soon as possible. EFT form is provided in Attachment 2 of this memorandum.

- **Use of AT&T FTS 2000 Telephone Charge Card for Official Travel**

To realize the potential for savings and eliminate the need to claim telephone charges on the travel voucher, offices will make a telephone charge card (AT&T FTS 2000) available to its travelers. All official telephone charges should be made using the AT&T FTS 2000 charge card. This includes the five-minute phone call home allowed each day. Cards can be issued to organizational units which can be shared by travelers or used by individual travelers at the discretion of the office.

Use of the AT&T FTS 2000 telephone charge card will eliminate the need to claim telephone charges on the travel voucher. Telephone charges which are claimed on travel vouchers will need to include an explanation to why AT&T FTS 2000 was not utilized.

Travel Voucher Preparation Changes

- **Computation of Per Diem Allowance of Partial Days of Travel**

In accordance with Travel Lab recommendations and FAM 97-004, dated February 3, 1997, the methodology used to calculate per diem for partial days of travel has changed. The quarter-day method of computing the M&IE allowance for partial days of travel has been replaced with a flat rate reimbursement of 3/4 of the applicable locality rate.

Travel in Excess of 24 Hours

For travel in excess of 24 hours, the 3/4 rate will be paid for the day of departure and the day of return regardless of the number of hours in a travel status. Travelers will no longer be required to record the beginning or ending times for official travel which exceeds 24 hours in duration.

Travel Less Than 24 Hours

To be entitled to per diem a traveler must be in travel status and away from both the permanent duty station and the vicinity of his or her abode for a minimum of **12** hours. Payment of per diem allowance is prohibited for travel of 12 hours or less. The established per diem allowance is the flat 3/4 per diem rate for travel of more than 12 hours but not exceeding 24 hours when no lodging is required. For travel of more than

12 hours but not exceeding 24 hours when lodging is required, per diem will be computed in the same manner as for travel of more than 24 hours.

- **Eliminate Requirement to Identify Persons Sharing Transportation**

Based on a GSA waiver, employees may discontinue listing the names and employing agency of each person traveling together by means of a rental vehicle or special conveyance.

- **Eliminate Requirement of Most Receipts for Travel Expenses Less than \$75.00**

As outlined in FAM 96-49, dated November 5, 1996, receipts for all official travel expenses less than \$75.00, except for all lodging, no longer need to be attached to the voucher claim. All lodging receipts regardless of the amount will continue to be required.

If you have any questions regarding these changes, please contact the BLM National Business Center: Linda Lacen at 303-236-6607, or the Travel Team at 303-236-6589.

Signed: Roy E. Morris
Liaison, NBC

Authenticated: Babette Larson
Staff Assistant

2 Attachments

- 1 - Sample Travel Authorization, Form DI-1020 (2 pp)
- 2 - ACH Vendor/Miscellaneous Payment Enrollment Form (1 p)

Distribution

RS-150, BLM Library
DW-101

TRAVEL AUTHORIZATION

3. Bureau of Land Management
(BUREAU OR OFFICE)

4. NAME Traveler, John Q. SSN: XXX-XX-XXXX

5. OFFICIAL STATION Denver, Co

6. TITLE Range Conservationist

7. ACCOUNTING OFFICE National Business Center

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.
By signing below, you acknowledge understanding the roles and responsibilities of employees for travel, as described on the back of this form.

PLACES OF TRAVEL

8. FROM: Denver, Colorado

9. TO: All points within (insert jurisdiction) to conduct official business of the (insert field office name), when directed to do so by your Supervisor.

10. PURPOSE AND REMARKS: Performance of official duties of the (insert field office name), including training, meetings and conference attendance. Foreign travel, training and conference attendance must meet the requirements of DOI and Bureau policies and requirements, including preparation of training forms and obtaining approval of foreign travel. Quarterly review of this travel authorization has been waived by GSA.
Travel Type TDL (Annual Limited Open Authorization)

You may perform travel under this authorization only when directed to do so by your Supervisor.

11. PER DIEM ALLOWANCE: Maximum per diem authorized in accordance with 41CFR301-7. Actual subsistence justification and approval must be shown on the travel reimbursement voucher. No per diem allowance will be allowed for duty within 50 miles of either the permanent duty point or residence. No per diem will be paid for travel of less than 12 hours.

‘ATM Advance is Authorized -- NTE Total M&IE Rate per Trip’

12. PERIOD OF TRAVEL: Beginning on or about 10/01/96 Ending on or about 09/30/97

MODE OF TRAVEL

13. ☒ Common carrier

14. ☐ Extra fare

15. ☒ Government-owned conveyance

16. ☒ Privately owned at a mileage rate of \$.31, subject to: Approval by your supervisor.

(a) ☐ Administratively determined to be to the advantage of the Government

(b) ☐ A showing of advantage to the Government

© ☐ Not to exceed cost by common carrier, including consideration of Per Diem allowance

MISCELLANEOUS

17. ☐ Transportation immediate family

19. ☐ Shipment household goods and personal effects

18. ☐ Other (specify) ☒ Use of taxi or rental car when necessary to conduct official business

ESTIMATED COST

20. Transportation \$ N/A

21. Per Diem 300.00

22. Other 25.00

23. TOTAL \$ 325.00

24. CHARGED TO: BC640 182000

25. (FISCAL OFFICER'S SIGNATURE)

//s// John Q. Traveler

26. John Q. Traveler
(REQUESTER'S SIGNATURE)

27. Docket Control Clerk
(TITLE)

//s// I.M. Supervisor

28. I. M Supervisor
(AUTHORIZING OFFICER'S SIGNATURE)

29. Director, Docket Control Group
(TITLE)

**(BACK OF TRAVEL AUTHORIZATION FORM)
ROLES AND RESPONSIBILITIES OF ALL EMPLOYEES
WITH REGARD TO TRAVEL**

As the nation's principal steward for natural resources, the Department relies heavily on travel to fulfill many of its mandated missions. This statement articulates the respective roles and responsibilities of employees and supervisors in the travel process.

General Guidelines

- DOI's policy is to make travel as convenient and painless to employees as well as "economically neutral". "Economically neutral" means that employees traveling on official business are not expected to use their own personal funds to finance official travel.
- The Department has arranged to have each employee, who is expected to travel, to receive an individual Government-sponsored travel charge card, which is an important element of the Department's travel program.
- Travelers are expected to exercise the same care in incurring expenses while on official government travel that a prudent person would exercise if traveling on personal business.

What Travelers Can Expect

- To receive an individual Government-sponsored travel charge card.
- To receive an advance of funds for travel in an amount which covers only the expected meals and incidental expenses associated with a trip. The advance will be provided primarily through the use of ATM.
- To have the services of a Travel Management Center (TMC) available to them, for making the necessary travel arrangements and providing ticketing services.
- To promptly receive and be paid any travel reimbursement approved by your supervisor and owed to you.
- To receive prompt professional advice and guidance on matters relating to travel policy or regulations.

What is Expected of Travelers

- To perform official travel, as directed by your supervisor.
- To use your individual Government-sponsored travel charge card for all chargeable expenses associated with official travel.
- To abide by Federal, Departmental and Bureau policies and procedures governing official travel.
- To limit your ATM travel advance amount to estimated meals and incidental expenses that cannot be charged to your travel card, as authorized by Departmental policy and Government travel regulations.
- To use the services of the Department's recommended or contracted Travel Management Center(s) for all travel related services.
- To submit your travel voucher for approval within five days after completion of travel.
- To promptly pay the travel charge card contractor for amounts charged on your individual Government-sponsored travel charge card.
- To use a Government issued telephone charge card for all authorized telephone calls while on official travel.

What is Expected of Supervisors

- To ensure that employees who are expected to travel receive an individual Government-sponsored travel charge card prior to commencing official travel.
- To authorize and approve travel in support of the organization's mission.
- To ensure directed travel is carried out as efficiently and effectively as possible.
- To approve and review travel vouchers promptly upon receipt.
- To ensure approved travel was necessary to achieve program objectives, charges appear reasonable and travel actually took place.
- To initiate disciplinary action against employees whose travel advance or individual Government-sponsored travel charge card's are delinquent or misused through no fault of the Department and/or bureau/office.
- As "Accountable Owners" (individuals responsible for carrying out Departmental policies relating to travel), DOI supervisors are expected, when necessary, to obtain assistance/advice relating to the authorizations and approvals of travel expenses to ensure adherence to travel policies and regulations.

ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that carries payment-related information.

PAPERWORK REDUCTION ACT STATEMENT

This following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provision 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY:

BUREAU OF LAND MANAGEMENT

AGENCY IDENTIFIER:

AGENCY LOCATION CODE (ALC):

14110008

ACH FORMAT:

CCD+

ADDRESS:

DENVER FEDERAL CENTER, BUILDING 50
P. O. BOX 25047
DENVER, COLORADO 80225-0047

CONTACT PERSON NAME:

Jeannie Schuettepelz (fax 303-236-6412)

TELEPHONE NUMBER:

(303) 236-7136

PAYEE INFORMATION

NAME:

SSN NO:

ADDRESS:

TELEPHONE NO:

E-Mail Address:

Do you elect to have travel reimbursement deposited to the same bank account currently being used for your payroll?

☐ Yes

(no further information required)

☐ No

(complete financial institution information)

REMINDER: IF CHANGES ARE MADE TO BANK ACCOUNT A NEW FORM WILL NEED TO BE COMPLETED

FINANCIAL INSTITUTION INFORMATION

NAME:

ADDRESS:

NINE-DIGIT ROUTING TRANSIT NUMBER:

DEPOSITOR ACCOUNT NUMBER:

ACCOUNT TYPE:

☐ Checking ☐ Savings ☐ Other (Explain)